

**Office of the Registrar
CUNY
WN Grade Reversal Form**

This form is to be used to amend the Certification of Attendance Roster submitted to the Office of the Registrar. The form is to be completed and signed by the **Instructor** and the **Department Chairperson**. Please return to the Registrar's Office **on or before the last day of the class.**

Instructor's Name: _____
(PLEASE PRINT) Last Name First Name

Department: _____

Semester: Fall Winter Spring Summer **Year:** _____

Subject & Course #: _____ **Section:** _____ **Registration Code:** _____

Student's Name: _____
(PLEASE PRINT) Last Name First Name

Student ID #: _____

Check one:

- Attendance recording error made by instructor (explain below)
- Section enrollment error
- Other (explain below)

Explanation: _____

Instructor's Signature

Date

Department Chairperson's Signature

Date

**THIS FORM WILL NOT BE ACCEPTED AFTER THE LAST DAY OF THE CLASS.
A CHANGE OF GRADE WILL HAVE TO BE SUBMITTED THROUGH THE
DEPARTMENT.**

Note: Completion of this form allows for the removal of the "WN" grade inadvertently posted on the above student's record. Certification of Attendance information will be updated accordingly.

For office use:

- CUNY > CAMPUS SOLUTIONS > COA ROSTER
- UPDATE ROSTER
- Remove WN grade from student record.